

**THE RHODE ISLAND BOARD
FOR THE
CERTIFICATION OF
CHEMICAL DEPENDENCY
PROFESSIONALS**



CAREER DEVELOPMENT INFORMATION

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UPDATED 11/2005

R.I.B.C.C.D.P.

CREDENTIALS OFFERED:

- COUNSELOR IN TRAINING (CIT)**
- LICENSED CHEMICAL DEPENDENCY PROFESSIONAL (LCDP)**
- LICENSED CHEMICAL DEPENDENCY CLINICAL SUPERVISOR (LCDCS)**
- RECOGNIZED CLINICAL SUPERVISOR (RCS)**
- STUDENT ASSISTANCE COUNSELOR (SAC)**
- CERTIFIED PREVENTION SPECIALIST (CPS)**
- ADVANCED CERTIFIED PREVENTION SPECIALIST (ACPS)**
- CERTIFIED PREVENTION SPECIALIST SUPERVISOR (CPSS)**
- CERTIFIED CRIMINAL JUSTICE PROFESSIONAL (CCJP)**

COUNSELOR IN TRAINING - CIT

EXPERIENCE

- Requires 1 year/2000 clock hours supervised work experience providing the applicant's clinical supervisor has the required credentials and the applicant submits a formal job description documenting substance abuse counseling along with performance of the Core Functions of an alcohol and drug counselor.
- 50% of applicant's qualifying experience must be gained within five (5) years prior to application.

EDUCATION/TRAINING:

- Requires a minimum of 140 clock hours of education. 70 hours must be substance abuse specific; the remaining may include 70 hours in counselor training.

REQUIRED COURSES FOR CIT:

- 12 Hours "Confidentiality of Drug & Alcohol Patient Records (42 CFR, Part 2)
- 6 Hours Chemical Dependency Counselor Ethics
- 6 Hours curriculum based HIV/AIDS workshop delivered by a qualified trainer that covers areas regarding risk reduction (must be approved by the RIBCCDP)
- 12 hours in medication assisted therapy & attitudes of medication in the recovery process

Clinical Supervision Received:

Clinical Supervisor credentials:

- 1) Licensed Chemical Dependency Clinical Supervisor (LCDCS), or;
- 2) Master's degree in Behavioral Sciences with two (2) years clinical experience and documentation of 120 clock hours Substance Abuse Specific training. Included in this 120 clock hours must be 30 hours chemical dependency clinical supervisor education which includes training in the following Domains: Assessment/Evaluation, Counselor Development, Management/Administration, and Professional Responsibilities, or;
- 3) LCDP or LCDP II with 30 clock hours Clinical Supervisor training. This training must include education in the following Domains: Assessment/Evaluation, Counselor Development, Management/Administration, and Professional Responsibilities, or;
- 4) Ph.D. in Behavioral Science or M.D. with documentation of two (2) years of specialization/experience in the Chemical Dependency field, or;
- 5) Recognized Clinical Supervisor (RCS)

The applicant must submit documentation of at least 150 clock hours of Clinical Supervision Received (See Core Functions). Documentation of a minimum of 10 hours in each Core Function is required.

LICENSED CHEMICAL DEPENDENCY PROFESSIONAL - Track 1 and Track 2

EXPERIENCE:

Track 1:

The applicant must have a minimum of three (3) years full time experience and 6,000 clock hours providing the full range of direct supervised counseling services to persons with the primary problem of alcoholism/drug addiction/dependency under the direct supervision of a individual who meets the Clinical Supervisor requirements as listed below. Applicants may exchange one year (2,000 hours) of the three year experience requirement with a bachelor's or advanced degree in Behavioral Sciences. A copy of transcripts must be submitted documenting degree, or;

Track 2:

The applicant must have 2,000 hours AODA specific work experience under the supervision of Clinical Supervisor that meets RIBCCDP requirements, providing counseling services to persons with the primary problem of alcoholism/drug addiction/dependency.

Track 1 & 2:

Fifty percent (50%) of the experience must be gained within five (5) years prior to application. Volunteer and part-time counseling experience is acceptable if it is provided under direct supervision. Actual time spent in a supervised chemical dependency internship, traineeship or practicum may be applied toward the three (3) year requirement.

TRAINING & EDUCATION:

Track 1:

The applicant must have a minimum of 270 clock hours of training/education in the knowledge and skill areas (see Knowledge and Skill Base). Included in the 270 clock hours there must be a minimum of 120 clock hours of formal training in the field of chemical dependency, or;

Track 2:

The applicant must have a minimum of a Master's degree in a Behavioral Science field with a clinical application. The applicant must have a minimum of 180 clock hours AODA specific coursework.

Track 1 & 2 Required courses:

- 12 hours of DSA "Confidentiality of Drug and Alcohol Patient Records (42 CFR, Part 2).
- 6 hrs of Chemical Dependency Counselor Ethics.
- 6 hours curriculum based HIV/AIDS workshop, delivered by qualified trainer, that covers areas regarding risk reduction.(approved by RIBCCDP's Quality Assurance Committee)
- 6 Hours Best Practice Required (i.e., Methadone Training, Co-Occurring Disorders, Hep C & HIV, PTSD, Domestic Violence, New Drugs, Prescription Drugs, Compulsive Gambling).
- 12 Hours Medication Assisted Therapy & Attitudes of medication in the recovery process.
- MANDATORY 1.5 hour workshop for all LCDP applicants. Applicants will be notified of date, time and place of workshop upon successful completion of written exam. Applicants who do not attend will be unable to proceed to Case Presentation and Oral exam.

CLINICAL SUPERVISION RECEIVED:

Track 1 & 2:

Clinical Supervisor credentials:

- 1) Licensed Chemical Dependency Clinical Supervisor (LCDCS), or;
- 2) Master's degree in Behavioral Sciences with two (2) years clinical experience and documentation of 120 clock hours Substance Abuse Specific training. Included in this 120 clock hours must be 30 hours chemical dependency clinical supervisor education which includes training in the following Domains: Assessment/Evaluation, Counselor Development, Management/Administration, and Professional Responsibilities, or;
- 3) LCDP or LCDP II with 30 clock hours Clinical Supervisor training. This training must include education in the following Domains: Assessment/Evaluation, Counselor Development, Management/Administration, and Professional Responsibilities, or;
- 4) Ph.D. in Behavioral Science or M.D.with documentation of two (2) years of specialization/experience in the Chemical Dependency field, or;
- 5) Recognized Clinical Supervisor (RCS)

The applicant must submit documentation of at least 300 clock hours of Supervisor's received (See Core Functions).

Documentation of a minimum of 20 hours in each Core Function is required.

Examinations:

Track 1: Applicants must pass the ICRC/AODA written examination and successfully pass the ICRC/AODA Case Presentation Oral examination.

Track 2: Applicants must pass the ICRC/AODA Advanced Alcohol and Drug Counselor Examination and successfully pass the ICRC/AODA Case Presentation Oral Examination.

LICENSED CHEMICAL DEPENDENCY CLINICAL SUPERVISOR

EXPERIENCE:

-Verification of two years (4,000 hours) of clinical supervisory experience in the AODA field, in an approved licensed program beyond the three years (6,000 hours) submitted for Advanced Chemical Dependency Professional certification. These two (2) years must include the provision of 200 contact hours of face-to-face clinical supervision, which were under the direct supervision of an individual with an Advanced degree in Human Services, (Master's or Doctoral level) or LCDCS, of which 60 hours must be face-to-face Clinical Supervision.

-Fifty percent (50%) of the experience must be gained within five (5) years prior to Application

-A formal job description on facility letterhead must be submitted from facilities verifying experience. Please note that an acceptable job description must state that you provided Clinical Supervision along with performing all the Domains and Tasks of a Clinical Supervisor

-Recommendation of Program Director.

-References as follows:

- a. At least one current or previous supervisor
- b. At least two supervisees

- At least 30 hours of Clinical Supervision Workshop, or a completed 3 credit course approved by the Board. This must include training in each of the following areas: Assessment/Evaluation, Counselor Development, Management/Administration, and Professional Responsibilities.
- Successful completion of 6 Hrs. Chemical Dependency Counselor Ethics Training.
- Applicants must submit Evaluation forms (pages 16 - 18) and a written narrative completed by their Clinical Supervisor of each facility verifying experience.
- Signed Ethics Code
- Successful passing of written examination that has been approved by the ICRC.

RECOGNIZED CLINICAL SUPERVISOR

This acknowledgement was developed by the R.I.B.C.C.D.P. for clinical supervisors, not holding the ICRC recognized CDCS certification, who want recognition by the RIBCCDP to provide clinical supervision to applicants pursuing certification. Please note: This is RIBCCDP recognition, not an International certification with reciprocity.

REQUIREMENTS:

- 1) Master's degree in Behavioral Sciences with two (2) years clinical experience and documentation of 120 clock hours Substance Abuse Specific training. Included in this 120 clock hours must be 30 hours chemical dependency clinical supervisor education which includes training in the following Domains: Assessment/Evaluation, Counselor Development, Management/Administration, and Professional Responsibilities, or; (Application fee:\$50.00)
- 2) LCDP with 30 clock hours Clinical Supervisor training. This training must include education in the following Domains: Assessment/Evaluation, Counselor Development, Management/Administration, and Professional Responsibilities, or; (No fee required due to application and requalification fees previously paid)
- 3) Ph.D. in Behavioral Science or M.D. With documentation of two (2) years specialization/experience in the Chemical Dependency field. (Application fee : \$50.00)
- 4) Signed Ethics Code

STUDENT ASSISTANCE COUNSELOR CERTIFICATION

EDUCATION:

-Minimum of Master's degree in Social Work, Psychology, Counseling or Education from an accredited college or university. A Master's degree in a related field may be considered if accompanied by relevant clinical experience in the areas designated below. Related fields may include, but are not limited to: Nursing, Marriage and family Therapy, Public Health, and Human Services.

WORK EXPERIENCE:

- A minimum of one year (2,000 hours) in a recognized Student Assistance Counselor program as recognized by the DSA.
- A minimum of ten (10) hours of Clinical Supervision by a Clinical Supervisor or SAC Supervisor in each Core Function.

REQUIRED COURSES

- 30 Hours Westchester County Student Assistance Counselor Training course.
 - 30 Additional hours of training in Core Functions is required.
- Included in these additional 30 hours:
- 12 Hours "Confidentiality of Drug & Alcohol Patient Records, (42 CFR, Part 2)
 - 6 Hours Chemical Dependency Counselor Ethics
 - 6 Hours curriculum based HIV/AIDS training, delivered by a qualified trainer that covers areas regarding risk reduction (Must be approved by RIBCCDP)

ELIGIBILITY REQUIREMENTS FOR PREVENTION CERTIFICATION

CERTIFIED PREVENTION SPECIALIST

EDUCATION:

- 175 clock hours of Prevention specific training. Fifty (50) hours of this training must be ATOD training which include basic pharmacology and the process of addiction. Required Courses as follows:
 - 50 hrs. - ATOD Issues which include basic pharmacology and the process of addiction.
 - 25 hrs. - Planning and Evaluation
 - 25 hrs. - Education & Skill Development
 - 25 hrs. - Community Organization
 - 25 hrs. - Public & Organizational Policy
 - 25 hrs. - Professional Growth & Responsibility
- To Include: 6 hrs. Ethics for Prevention Specialists (Required)
 6 hrs. Curriculum based HIV/AIDS risk reduction training (Required)
 6 hrs. Confidentiality Issues for Prevention Professionals (Required)

EXPERIENCE:

One (1) year (2,000 hours) Alcohol, Tobacco and other drug (ATOD) Prevention-related work experience

SUPERVISION:

120 hours practicum in Performance Domains with a minimum of ten (10) hours in each Performance Domain. Supervisor must have a Master's degree in Health or Human Services with documented training as follows: 12 hrs. in Substance Abuse and 12 hrs. in Prevention Programming. If applicant's supervisor does not have a Master's degree, there must be a consensus ranking by TASK Force members or Board members at the next scheduled Board meeting.

EXAMINATION:

Successful passing of the ICRC/AODA Prevention Professional Written Examination

ADVANCED CERTIFIED PREVENTION SPECIALIST**EDUCATION:**

-300 clock hours of Prevention specific training. Fifty (50) hours of this training must be ATOD training to include basic pharmacology and the process of addiction. Required Courses as follows:

-50 hrs. - ATOD Issues to include basic pharmacology and the process of addiction.

-50 hrs. - Planning and Evaluation

-50 hrs. - Education & Skill Development

-50 hrs. - Community Organization

-50 hrs. - Public & Organizational Policy

-50 hrs. - Professional Growth & Responsibility

To Include: 6 hrs. Ethics for Prevention Specialists (Required)

6 hrs. Curriculum based HIV/AIDS risk reduction training (Required)

6 hrs. Confidentiality Issues for Prevention Professionals (Required)

EXPERIENCE:

Three (3) years, (5250 hours) ATOD Prevention related work experience.

SUPERVISION:

200 hours practicum in Performance Domains with a minimum of fifteen (15) hours in each Performance Domains. Supervisor must have a Master's degree in Health or Human Services with documented training as follows: 12 hrs. in Substance Abuse and 12 hrs. in Prevention Programming. If applicant's supervisor does not have a Master's degree, there must be a consenses ranking by TASK Force members or Board members at the next scheduled Board meeting.

EXAMINATION:

Successful passing of the ICRC/AODA Prevention Professional Written Examination. Approved Case Presentation and successful passing of Oral Examination when implemented by the ICRC/AODA.

CERTIFIED PREVENTION SPECIALIST SUPERVISOR**EDUCATION:**

-400 clock hours of Prevention specific training. Fifty (50) hours of this training must be ATOD training to include basic pharmacology and the process of addiction. Required Courses as follows:

-50 hrs. - ATOD Issues to include basic pharmacology and the process of addiction.

-70 hrs. - Planning and Evaluation

-70 hrs. - Education & Skill Development

-70 hrs. - Community Organization

-70 hrs. - Public & Organizational Policy

-70 hrs. - Professional Growth & Responsibility

To Include: 6 hrs. Ethics for Prevention Specialists (Required)

6 hrs. Curriculum based HIV/AIDS risk reduction training (Required)

6 hrs. Confidentiality Issues for Prevention Professionals (Required)

The following 36 hours are also required for CPSS level certification. These do not have to be formal trainings, but must be signed off by a specialist in the respective field.

-12 hrs. - Fiscal Management

-12 hrs. - Program Management

-12 hrs. - Staff Management

EXPERIENCE:

Must be an Advanced Certified Prevention Specialist with 3,500 hrs. AOTD Prevention-related work experience under a Master's level supervisor with a MA in Health or Human Services.

SUPERVISION:

100 additional hours beyond ACPS level certification

EXAMINATION:

Successful passing of the ICRC/AODA Prevention Professional Written Examination.

Approved Case Presentation and successful passing of Oral Examination when implemented by the ICRC/AODA.

CERTIFIED CRIMINAL JUSTICE PROFESSIONAL**Transitioning Period from October 1, 2005 through December 31, 2005****EXPERIENCE:**

LCDP/ACDP's – 2 years (4,000 hours) supervised work experience primarily (51%) within the criminal justice system/with substance-abusing offenders. (This would include probation, parole, drug courts, TASC, incarcerated population, etc.)

Please have your Supervisor or Program Director submit a letter formally verifying your experience

EDUCATION:

10 hours – Criminal Behavior

10 hours – Criminal Justice Systems and Processes

130 hours – Dynamics of Addiction, Legal Ethical & Professional Responsibility, Screening, Intake & Assessment, Case Management, Monitoring & Client Supervision, Counseling. (A MINIMUM of 10 hours in each Domain is required)

Please submit certificates of completion for the above-required coursework

EXPERIENCE:

LCDP/ACDP II's – 1 year (2,000 hours) supervised work experience primarily (51%) within the criminal justice system/with substance-abusing offenders. (This would include probation, parole, drug courts, TASC, incarcerated population, etc.)

Please have your Supervisor or Program Director submit a letter formally verifying your experience

EDUCATION:

10 hours – Criminal Behavior

10 hours – Criminal Justice Systems and Processes

60 hours – Dynamics of Addiction, Legal Ethical & Professional Responsibility, Screening, Intake & Assessment, Case Management, Monitoring & Client Supervision, Counseling (A MINIMUM of 10 hours in each Domain is required)

Please submit certificates of completion for the above required coursework

CRIMINAL JUSTICE PROFESSIONALS:**EXPERIENCE:**

BA/BS level - 2 years (4,000 hours) supervised work experience in direct services in criminal justice and addiction services

Please have your Supervisor or Program Director submit a letter formally verifying your experience

EDUCATION:

10 hours – Dynamics of Addiction

10 hours – Counseling Techniques/Theories

130 hours – Criminal Behavior, Legal Ethical & Professional Responsibility, Screening, Intake & Assessment, Case Management, Monitoring & Client Supervision, Counseling. (A MINIMUM of 10 hours in each Domain is required)

Please submit certificates of completion for the above required coursework

EXPERIENCE:

MA/MS level – 1 year (2,000 hours) supervised work experience in direct services in criminal justice and addiction services

Please have your Supervisor or Program Director submit a letter formally verifying your experience

EDUCATION:

10 hours – Dynamics of Addiction

10 hours – Counseling Techniques/Theories

80 hours – Criminal Behavior, Legal Ethical & Professional Responsibility, Screening, Intake & Assessment, Case Management, Monitoring & Client Supervision, Counseling. (A MINIMUM of 10 hours in each Domain is required)

Please submit certificates of completion for the above required coursework

REQUALIFICATION/RECERTIFICATION REQUIREMENTS**Requalification/Recertification Requirements:**

-Requalification/Recertification is every two (2) years. All counselors are required to submit 40 clock hours of approved continuing education every two years with a minimum of thirty (30) hours substance abuse specific. 6 hrs. Best Practice is required (i.e., Methadone Training, Co-occurring Disorders, Hep C & HIV, PTSD, Domestic Violence, New Drugs, Prescription Drugs, Compulsive Gambling) All documentation is due for submission sixty (60) days prior to qualification expiration.

- Licensed/Certified counselors must obtain 40 clock hours every two years in order to be eligible for relicensure/recertification. It is strongly recommended, but not required, that counselors obtain twenty clock hours per year. Please note: LCDCS and RCS individuals must submit 10 hours MANDATORY Clinical Supervisor Specific training for requalification.
- Of these 40 clock hours, a minimum of 30 shall be in Category I (Substance Abuse Specific), Source A/B/C/D/E
- Up to 10 clock hours, which are not Substance Abuse Specific, may be included under Category II.

CCJP RECERTIFICATION:

- Recertification is every two (2) years. All CCJP professionals must document the following:
- 15 hours – Category I - Substance Abuse Specific training, Source A/B/C/D/E
- 15 hours – Category II – Criminal Justice Specific
- 10 Hours related training

To obtain a manual, please send \$25.00 to:

R.I.B.C.C.D.P.
345 Waterman Avenue
Smithfield, R.I. 02917

Along with fee, please note the type of manual you want.

PLEASE NOTE THE EXPIRATION DATE FOR THE FOLLOWING MANUALS:

CIT, LCDP, & LCDCS MANUALS EXPIRE ON MARCH 15 ANNUALLY.

PREVENTION MANUALS JANUARY 1 ANNUALLY

STUDENT ASSISTANCE MANUALS - JULY 9 ANNUALLY

EXPIRATION DATES ARE NOTED ON THE FRONT COVER. IF YOU DO NOT UTILIZE THAT MANUAL BY THE EXPIRATION DATE, YOU MUST PURCHASE A REVISED MANUAL.

Deadlines for portfolio submission:

LCDP, LCDCS, CPS, ACPS, CPSS, CCJP

January 1, March 15, July 1 & October 1

CIT & RCS Ongoing

FEE Schedule:

-CIT application	\$125.00
-LCDP, LCDCS application	\$250.00
-CPS, ACPS, CPSS, CCJP application	\$200.00
-Upgrades to higher levels	\$150.00
-Recertifications (every two (2) years)	\$215.00
-Requalification (every two (2) years)	\$265.00
-RCS requalification (every two (2) years)	\$125.00

FOR MORE INFORMATION PLEASE CONTACT THE BOARD AT 233-2215 or via email at ricert@msn.com.